

# **Standard Operating Procedures for the Next Generation Identification System**

## **1 Scope**

These procedures apply to qualified FBI Laboratory Friction Ridge Discipline personnel utilizing the Next Generation Identification System in support of FBI Laboratory Friction Ridge Discipline casework. Personnel who import images or encode prints using the Next Generation Identification System in support of FBI Laboratory Friction Ridge Discipline casework must also follow the relevant procedures in this document.

## **2 Limitations**

Three dividing ridges and/or ending ridges from the palmar surface of the hand must be marked in order to conduct a search of a single friction ridge print.

The size of a print should be as close to the actual anatomical size as possible. The greater the difference in size from the anatomical, the less reliable the search results become.

The Next Generation Identification System will only accept images at 500 pixels per inch or 1000 pixels per inch. Images that do not meet these requirements must be resized to be able to be searched.

The Next Generation Identification System is an unclassified system.

Toe and foot prints known records are not currently retained in the Next Generation Identification System database of known records.

## **3 Equipment/Materials/Reagents**

The workstation consists of equipment and software provided and maintained by the Criminal Justice Information Services Division according to division specifications and requirements.

Criminal Justice Information Services Division will ensure specific inventory of equipment and software is maintained.

## 4 Procedures

### 4.1 Requirements for Next Generation Identification System

#### 4.1.1 Friction Ridge Print(s)

All friction ridge prints appropriate for searching in the Next Generation Identification System must:

- Have three marked minutiae
- Be 1000 or 500 ppi or must be resized to 1000 or 500 ppi.
- Be suitable for comparison.
- Be actual size (1:1).
  - If not 1:1, personnel will use a scale to resize the image. If no legible/reliable scale is present, or additional re-sizing is desired, the Multi-Biometric Identification System (MBIS) ridge count tool may be used.

#### 4.1.2 Case Creation

**4.1.2.1** Each case is uniquely identified by using a combination of a Latent Case Number and Latent Case Extension.

- If the Case ID number is not 11 characters long, the number following the alpha characters/dash must be preceded by zeros - e.g., HQ-00012345. No sub files should be used in the Latent Case Number.

If personnel use a Latent Case Number that is different from the case's Case ID number, the Latent Case Number will be recorded in the case notes. If specific Latent Case Numbers are created and used for additional actions (e.g., sharing with outside agencies), a list of acceptable Latent Case Numbers will be retained by the individual unit and do not need to be recorded in the case notes.

**4.1.2.2** The Laboratory Number must be entered into the Case Edit Descriptors tab.

**4.1.2.3** The Next Generation Identification System is an UNCLASSIFIED system. If personnel must use the Next Generation Identification System for a case that contains a classification of SECRET or above, they are responsible for understanding what information in the case is classified and ensuring the information entered into the Next Generation Identification System is not classified. Where classification is a concern, consultation with the Next Generation Identification System Program Manager or other individual with classification knowledge is recommended prior to entering information and/or an image(s) into the Next Generation Identification System. Any information intentionally left out of the Next Generation Identification System to protect classification must be available in the case record if possible. In

the event that a classification spill is identified, personnel will cease work in the Next Generation Identification System for that case and contact the Next Generation Identification System Program Manager immediately.

### **4.1.3 Casework**

**4.1.3.1** All case-related work must be retained in the case record. MBIS is the user interface that the FBI Laboratory Friction Ridge Discipline uses with the Next Generation Identification System. MBIS stores relevant case information such as images, encodings, and results and is considered part of the case record. The biographic search transaction history is also considered part of the case record. Any other part of the Next Generation Identification System is not included in the case record.

**4.1.3.2** Automated searches may be conducted prior to manual comparisons and personnel will ensure that all requested examinations, to include manual comparisons, are conducted. An automated search is not a substitute for a manual comparison with a requested individual.

**4.1.3.3** For those prints where the analysis is conducted within the Next Generation Identification System and not printed (for example, when multiple examiners are launching the Next Generation Identification System searches in a large case), the examiner's encoding within the Next Generation Identification System may be considered analysis markings. The examiner will record in the case record when analysis markings are only captured in the Next Generation Identification System.

**4.1.3.4** Any time a known inconclusive evaluation decision is rendered (manually or through an automated search), the examiner will review (manually or on-screen) all records on the Biometric Information Retrieval screen and the Certification File for that identity that contain the corresponding area until a conclusive decision is rendered or no additional useful records exist. If no additional records have higher quality corresponding areas for comparison, the evaluation result remains known inconclusive and the examiner must record the search results in the case notes.

**4.1.3.5** For unknown deceased searches, the examiner will refer to the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Processing Unknown Deceased Cases.

### **4.1.4 Closing Searches**

All searches must be closed out in the Next Generation Identification System. To close out a search, at least one decision must be entered into the system. The examiner will contact the Latent Print Support Unit Next Generation Identification System personnel if unable to close out a search.

#### **4.1.4.1 Administratively Closing Searches**

If a search is not compared, it must be administratively closed. Administratively closing a search does not inherently explain why a search was not compared; so therefore the reason the search was not compared must be clear in the case record (i.e., print was already identified in another manner or notation that there was a duplicate print).

In order to close searches that are not compared, the examiner will enter a “non-ident” decision for the last candidate in the search list and save the result. Administratively closing a search indicates that the final candidate was not compared.

### **4.2 Single Friction Ridge Print Search**

#### **4.2.1 Acquiring Images**

Images are imported into MBIS and will be re-sized to meet the 500 pixels per inch or 1000 pixels per inch requirement for automated searches, as applicable.

### **4.3 Initiating Searches of a Single Friction Ridge Print**

**4.3.1** The examiner will search all appropriate galleries (Criminal, Civil, Special Population Cognizant File(s), and/or the Unsolved Latent File). For each finger search, all ten fingers will be chosen.

**4.3.2** Latent prints being submitted for a search of the Criminal File may be added to the Unsolved Latent File. For launches whose sole purpose is to add a print to the Unsolved Latent File, the examiner should choose to return at least one candidate.

#### **4.3.3 Quick Launch**

Personnel may use the Quick Launch function, which works best for high-quality, clear prints. If an identification is not made as a result of a Quick Launch, an examiner will launch additional searches, utilizing manual encode or a combination of auto-encode and manual encode, unless such encoding and searching has already been done. Depending on case circumstances, launching additional searches may not be recommended. Supervisor approval, recorded in the case record, is required for not launching additional searches. The auto-encoding generated by Quick Launch is not considered appropriate markings for analysis.

### **4.3.4 Comparing Searches of a Single Friction Ridge Print**

**4.3.4.1** The examiner will compare candidate image(s) to the searched image(s) per the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints.

Examiners will retain any marked screenshots and record the conclusion in the case record.

**4.3.4.2** The examiner is responsible for comparing candidates as described below:

For searches of the ten print database, the region of interest in the returned image type are as follows:

- Rolled prints - the returned fingerprint image
- Plain impressions - the returned image associated with the finger number listed in Database Maintenance

For searches of the palm print databases (which contains both upper and lower palm print records as well as major case prints), the region of interest is the mated minutia within the returned image.

Any manual comparisons done as a result of a returned search (for example, additional records are retrieved to address an inconclusive decision) will only focus on the finger returned (both rolled and plain) and/or the area of the palm as listed above.

**4.3.4.3** Mated minutia are system generated and are only to be used as an aid with comparison.

**4.3.4.4** At a minimum, the top three unique candidates for any single friction ridge print versus known database search will be compared unless the searched print is identified.

**4.3.5 Conclusions for Searches of a Single Friction Ridge Print**

**4.3.5.1** If an identification decision is reached as a result of an on-screen comparison, the examiner must retain the image of the comparison screen with the marked matching minutia as an examination record. When an identification has been made, a legible reproduction of the known exemplar must be retained in the case record.

**4.3.5.2** An exclusion evaluation decision in the Next Generation Identification System is defined as an exclusion with the region of interest returned by the system.

**4.3.5.3** When searching in the Next Generation Identification System, the “Inconclusive” decision will refer to a known inconclusive evaluation decision as described in the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints. If a latent inconclusive evaluation decision as described in the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints, is reached, the “Inconclusive” decision will be used in the Next Generation Identification System; however, the case record must clearly note the basis for the inconclusive and the specific search(es) must be designated.

**4.3.5.4** When the region of interest in the Next Generation Identification System is unusable or lacks distinct ridge detail, this will be treated as a known inconclusive decision and the examiner will need to review any available impressions of the print(s) returned. When the region of interest is an encoding only, tracing, or “no image available” returned, the examiner will select “No Decision” and continue the comparison process until the appropriate number of candidates is compared.

#### **4.3.6 Records for Searches of a Single Friction Ridge Print**

**4.3.6.1** An entry must be made in the case notes to indicate the Next Generation Identification System searches were conducted. All remaining search information is retained in the Next Generation Identification System.

**4.3.6.2** If a print was added to the Unsolved Latent File and an identification is effected, the print should be deleted from the Unsolved Latent File. If a print is unable to be removed from the Unsolved Latent File, the individual will contact the Next Generation Identification System Program Management. The removal attempt will be recorded in the case record. All information related to the search, not otherwise defined in this document, will be maintained in the Next Generation Identification System.

**4.3.6.3** Verifications may be conducted on-screen and an image of the markings retained in the case record. The individual conducting the verification must have a separate analysis record of a latent or non-standard intentionally recorded print(s) retained in the case record.

**4.3.6.4** The Next Generation Identification System is a tool for friction ridge print personnel to assist contributors in providing investigative leads. The value of the system is to provide potential persons of interest through identification of friction ridge prints. Other evaluation decisions are of no significance. In results provided to contributors, exclusion and both inconclusive decisions in the Next Generation Identification System will be reported as no identifications were effected. The issuance of no identification conclusions may be under the primary examiner’s name only, as long as the case record reflects the identity of the personnel who conducted the search(es).

**4.3.6.5** If the contributor has specifically requested a Next Generation Identification System search and none of the prints meet the criteria for an automated search, an indication to this effect will be included in the case notes as well as the results provided to contributor(s).

**4.3.6.6** Another examiner will conduct a Next Generation Identification System Quality Assurance review when:

- The submission was received in the FBI Laboratory Friction Ridge Discipline on or after October 2, 2017.
- No identifications (manual or automated) were effected in the case AND

- Either Next Generation Identification System searches were requested OR prints were assessed for Next Generation Identification System searching AND,
- One of the following situations occurs:
  - Prints were claimed but no Next Generation Identification System searches were conducted.
  - Prints were assessed for Next Generation Identification System only, but no Next Generation Identification System searches were conducted.
  - A single print was searched in the Next Generation Identification System.

A second examiner will review all prints in the case for Next Generation Identification System suitability and search or re-search any prints they deem appropriate for searching. Prints previously indicated as not suitable for comparison do not need to be reviewed. The results will be recorded in the case record.

**4.3.6.7** If the examiner conducts a manual comparison in the Next Generation Identification System, the conclusion will be retained in the Next Generation Identification System and clearly associated with the case. Any Analysis and Comparison markings will be retained in the case record. If manual comparisons are conducted outside a case in the Next Generation Identification System, the examiner will follow the requirements as set forth in the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints.

**4.3.6.8** It is possible for a single individual to have multiple records. Consolidation will occur as set forth below:

- If one individual has multiple associated Universal Control Numbers in the Criminal or Civil galleries, personnel will notify Next Generation Identification System Management. Next Generation Identification System Management will inform personnel of the outcome of the Universal Control Number consolidation. An examiner will either wait until consolidation is complete, or must compare and verify all records and quote all known Universal Control Numbers so that the contributor can access the complete record.
- If one individual has an associated Universal Control Number(s) in the Special Population Cognizant gallery, personnel must receive approval from the Next Generation Identification System Program Management before reporting a Universal Control Number.

#### **4.3.7 Unsolved Latent File Searches**

Unsolved Latent File comparisons occur when a search of a single friction ridge print against the Unsolved Latent File returns candidates.

When a search of a single friction ridge print against the Unsolved Latent File returns a duplicate image of itself, the “No Decision” button will be selected. In addition, if a candidate is already associated through an Unknown Biometric Identity Tracker review, the “No Decision” button will be selected. Neither will be verified or reported out.

If choosing “identification” in the system for an Unsolved Latent File search will complicate work between agencies, the examiner will enter “No Decision” in the system instead of “Identification”. Searches will be closed administratively. The marked minutia screen is still printed and retained, the conclusion recorded outside the system, and the records retained in the case records.

The examiner must reach two distinct and consecutive non-identification decisions in order to stop comparing the remaining candidates in the candidate list. If unable to make two consecutive non-identification decisions in order to cease comparisons, it is at the discretion of the examiner to request additional candidates.

For identification and exclusion evaluation decisions, the examiner will follow Sections 4.3.5.1 and 4.3.5.2. Contributors will be notified of latent to latent identifications as necessary. For returned candidates that are not available, encoding only, or tracings, the examiner will choose “No Decision” as long as at least one other candidate has a decision. For an inconclusive decision, no further examinations are possible or necessary. Analysis of the returned candidates will be conducted by the examiner prior to comparison but retention of analysis in the case record is not required.

## **4.4 Ten Print Image Searches**

### **4.4.1 Acquiring Images**

Images are imported into MBIS and will be re-sized to meet the 500 pixels per inch or 1000 pixels per inch requirement for automated searches, as applicable.

### **4.4.2 Initiating a Ten Print Image Search**

The examiner must determine which galleries to search (Criminal, Civil, Special Population Cognizant, and/or Unsolved Latent File).

The examiner must confirm that the fingerprint images are displayed in the correct orientation and sequence. If not, the examiner must correct the orientation and sequence prior to searching.

### **4.4.3 Comparing Ten Print Image Searches**

**4.4.3.1** The examiner will compare candidate image(s) to the searched image(s) following the steps from the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures



for Examining Friction Ridge Prints. Any conclusions resulting from on-screen examinations must be recorded in the Next Generation Identification System.

#### **4.4.4 Ten Print Image Search Conclusions and Records**

**4.4.4.1** When a ten print image search is conducted, the number in the Incident ID field (the number assigned to the capture by the system) will be recorded in the case record.

**4.4.4.2** If a ten print image search results in an exclusion, the result will be recorded in the case record.

**4.4.4.3** If a ten print image search results in an identification, the result will be recorded in the case record. A legible reproduction of the file print(s) and the submitted known record(s) will be retained in the case record.

**4.4.4.4** Whenever a search of a known record in only the Criminal and/or Civil galleries results in multiple candidates, all candidates must be compared. Ten print image searches of the Special Population Cognizant file function differently than those of the other galleries. For Special Population Cognizant file searches, only the candidates with returned images will be compared.

**4.4.4.5** When a ten print image search returns to the No Candidates Returned Queue, seen as the NOCANQ in the system, the examiner will clear the search from the queue and indicate in the case record that no candidates were returned.

### **5 Submitted and Retrieved Known Records**

Biometrics retrieved or submitted from outside the Next Generation Identification System or those from a Certification File search in the Next Generation Identification System that are used for examinations will be compared to known prints on file for that individual. Any associations must be identified and verified. If there is not enough information available to determine if the received biometrics match the individual on file (e.g., fingers are not captured or clear), the biometrics obtained will be reported as the purported prints of the individual. Otherwise, those prints retrieved directly from the Next Generation Identification System do not require comparison to file prints.

#### **5.1 Submitted Biometrics**

Standard intentionally recorded prints and non-standard intentionally recorded prints that are submitted and used for examinations must be searched against the Next Generation Identification System to attempt to find an antemortem record, unless restricted due to classification or circumstances of the case (e.g., quality of the submitted known records, record checks). A

search of the submitted prints must be conducted in the Next Generation Identification System unless an antemortem record is located via a search of the biographical information.

## **5.2 Biographical Information Searches**

Biographical information of an individual may be searched in the Next Generation Identification System to locate a known exemplar from the FBI files, which is referred to as a Subject Search.

Subject search(es) will be conducted using all biographical information for an individual available from a(n): 1) incoming communication (if present), 2) Communication Log (if available), 3) search of the Case ID in Sentinel (as applicable), and/or 4) contained on submitted known records. The location for information originating from any other source must be recorded in the case record. Requirements for the search is as follows:

- The available name(s) of the individual, date(s) of birth, and Social Security Number(s), located from those places listed above, will be searched until a record is found or all efforts are exhausted.
- Race should be searched as "U" only and Sex should be searched as "X" only. At least one subject search for an individual will include Race searched as "U" only and Sex searched as "X" only.
- The case notes will document whether or not a record for an individual was located.
- Both galleries (criminal and civil) will be searched, unless otherwise indicated in the case notes.

All searches should be conducted in a case within MBIS. However, if the information is not recorded within the MBIS case, the case record must record each individual search and the data used for that search.

Any search utilizing only the Universal Control Number does not need to be recorded in the case notes nor must it be conducted within MBIS. If the Universal Control Number is from a location not listed above, the source of the information must be recorded in the case record.

An Identity History Record must not be released outside of the units to an outside contributor nor saved to Sentinel.

## **5.3 Ad Hoc Search**

Ad Hoc searches are not as functional or reliable as the Subject Searches referenced in Section 5.2 and will have limited usage in casework or other examinations. An Ad Hoc search will only be used if the information required for a Subject Search is absent and attempts to obtain the proper information are unsuccessful.

All searches should be conducted in a case within MBIS. However, if the information is not recorded within the case, the case record must clearly record the specific information entered in for each search.

Positive search results may or may not be relevant to the submitted information. Any positive search results that personnel consider probable will be vetted by the examiner to ensure a proper candidate was located. If an Ad Hoc search result is negative, personnel may report that a search of the system was unsuccessful. However, due to search limitations, personnel may not report definitively that the individual does not have a record in the Next Generation Identification System.

#### **5.4 Biometric Records From Outside Entities**

Any records received in the FBI Laboratory from an FBI Intelligence Unit or directly from CJIS, even if the records originated from an external source, will be treated as examinations records. Any records that originate outside CJIS or an Intelligence Unit will be treated as evidence. The case record will be clear from where the records were submitted.

#### **5.5 Submitting Biographical Information to an External Entity for Search**

When biographical information is provided by the contributor for an individual of interest, but no prints can be located in the Next Generation Identification System for the subject, personnel may request a subject search from external entities, provided the submission is still open.

Consultation with the Next Generation Identification System Program Management is recommended to determine current agency policies and relevant information needed from the contributor(s). The contributor will be aware of the request and the examiner ensures that the information provided is able to be shared and to whom the information can be disseminated. All communications and receipt emails will be included in the Communication Log. The Next Generation Identification System Program Manager will be notified of the intent and should direct the contact of one or more outside agencies to request a search of the agency's database(s) using the biographical information available. The result of the search(es) must be retained in the case record. Any known prints received from the outside agency(ies) will be retained in the case record as examination records and will not be treated as evidence.

If prints are obtained through this subject search, the written notification will state that the known records were obtained through information sharing efforts with another agency.

If no known prints are obtained through this subject search, the written notification will indicate that known records were requested but could not be obtained from another agency.

## **6 Unsolved Latent Match Notifications**

An Unsolved Latent Match notification occurs when a submitted friction ridge print is searched against the Unsolved Latent File and a possible match is found.

The Next Generation Identification System Program Manager will ensure Unsolved Latent Matches are assigned as needed.

### **6.1 System Generated Unsolved Latent Matches**

**6.1.1** The examiner will review and address any Unsolved Latent Matches assigned to them.

**6.1.1.1** Analysis of the returned candidate(s) will be conducted by the examiner prior to comparison but retention of analysis in the case record is not required unless an identification is effected.

**6.1.2** The examiner must reach a conclusion in accordance with the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints.

**6.1.2.1** If an identification decision is reached, the examiner must retain the image of the comparison screen with the marked matching minutia as an examination record. When an identification has been made, a legible reproduction of the known exemplar must be retained in the case record.

**6.1.3** All Unsolved Latent Matches will be closed out in the Next Generation Identification System. The examiner will administratively close any searches that are not compared (e.g., print was previously identified). It is not necessary for the examiner to compare the candidate with the submitted print. The case record will reflect that no comparisons were conducted and the decision was recorded only to close the search in the Next Generation Identification System.

**6.1.4** After all appropriate quality control measures are completed, personnel will determine if the identification is considered a “new identification” in regards to the case or if the identification is not new to the case or event. For example, whether the same person has been previously reported as identified on the same item or in the same incident.

For each new identification, an attempt must be made to contact the contributor to report an identification. Additional examinations in the case will be conducted as requested or may be done at the discretion of the examiner conducting the examinations.

For all new identifications, the examiner must determine if the record is non-retrievable. Retrievability determination must be recorded in the case record.

For any records with no biographical information, the examiner will perform a ten print search or a single print search, as appropriate, of the known image. If no usable record is found, the examiner will contact the Next Generation Identification System Program Manager for assistance with examinations and reporting.

**6.1.5** The examiner must issue written notification to the contributor for all new identifications.

## **6.2 Other Agency Generated**

### **6.2.1 The Latent Print Operations Unit and the Latent Print Support Unit**

**6.2.1.1** For notifications of potential identifications generated through the sharing of prints in the Unsolved Latent File, all case related records will be checked to determine if the friction ridge print was previously identified by the FBI Laboratory and an attempt will be made to delete the print from the Unsolved Latent File, if appropriate.

**6.2.1.2** If the friction ridge print has not been previously identified and known exemplar images are provided by the outside agency, the known exemplar will either be treated as evidence and assigned an item identifier, or maintained as part of the case record.

The examiner will conduct an Analysis, Comparison, and Evaluation examination of the returned friction ridge print. All required verification(s) and blind verification(s) must occur before contacting the contributor of that submission regarding the conclusion. An attempt must be made to contact the contributor to report a new identification as defined in Section 6.1.4. Additional examinations in the case will be conducted as requested or may be done at the examiner's discretion.

The examiner must issue written notification to the contributor for all new identifications as defined in Section 6.1.4. If the known exemplar is treated as evidence, a new Laboratory Number will be generated using the FBI Criminal Justice Information Services Division *Unsolved Latent File Notification* form (Appendix A) and a *Laboratory Report* will be issued under the new Laboratory Number. If the known exemplar is maintained as part of the case record, written notification of the results will be issued to the contributor.

**6.2.1.3** Management approval is not required for re-examinations based on notifications from an outside agency's potential match to a print entered into the Unsolved Latent File by Laboratory personnel. If a technical conflict occurs such that the FBI Laboratory Friction Ridge Discipline comparison results do not agree with those of the external agency, the conflict will be addressed according to the FBI Laboratory Operations Manual, Practices for Resolution of Scientific or Technical Disagreement.

**6.2.1.4** Any identification(s) made as a direct result of this sharing effort will be reported as a verification but are subject to the same quality assurance measures applicable to identifications

as described in the FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints.

## **6.2.2 Terrorist Explosive Device Analytical Center**

**6.2.2.1** When an Unsolved Latent Match is generated through the sharing of Terrorist Explosive Device Analytical Center prints in the Unsolved Latent File, the outside agency may submit a request for information regarding case details of the print. The response to the request for information will include the print disposition and case related information (e.g. Laboratory Number, incident number) and a notation will be added to the case record regarding the request for information. Print will be removed from the Unsolved Latent File and if there are issues, the examiner will contact the Next Generation Identification System Program Management.

**6.2.2.2** Upon request, an examiner will conduct an Analysis, Comparison, and Evaluation examination of the returned friction ridge print. If the known image is unable to be retrieved from the Next Generation Identification System, then the agency who conducted the Unsolved Latent Match may submit the corresponding known image. The known exemplar will be treated as evidence and assigned an item identifier, or will be maintained as an examination record. If a technical conflict occurs such that Scientific and Biometrics Analysis Unit comparison results do not agree with those of the external agency, the conflict will be addressed according to the FBI Laboratory Operations Manual, Practices for Resolution of Scientific or Technical Disagreement.

**6.2.2.2.1** The examiner must issue written notification regarding the results of examinations for new identifications. All required verification(s), blind verification(s), technical and administrative reviews must occur before contact is made regarding all conclusions.

## **7 Sharing of Friction Ridge Print Images**

Friction ridge print images added to the Unsolved Latent File are forwarded to other agencies to be searched against their databases as part of a sharing effort. The examiner is responsible with determining if a print can be shared prior to adding to Unsolved Latent File or sharing with specific agency(s). When a request to share friction ridge print images is received or the case is a priority and results of the sharing effort must be expedited, the examiner will notify the Next Generation Identification System Program Manager in order to share the images.

## **8 Creation and Maintenance of Special Population Cognizant Files for Laboratory Personnel**

The creation and maintenance of all latent and known Special Population Cognizant Files will be coordinated by the Next Generation Identification System Program Manager.

## **9 Universal Latent Workstation**

If there is a breakdown in communications between Criminal Justice Information Services Division and the Next Generation Identification Latent Workstation, or the Next Generation Identification System Program Management deems it necessary, the Universal Latent Workstation software can be used to conduct a search(es) of the Next Generation Identification System and request images. A request for an image(s) or a digital search(es) will be given to the Next Generation Identification System Program Manager or other trained personnel who will coordinate the submission of the images for searching with the Universal Latent Workstation. All appropriate information on the search(es) will be retained in the case record.

## **10 Standards and Controls**

Not applicable.

## **11 Sampling**

Not applicable.

## **12 Calculations**

Not applicable.

## **13 Measurement Uncertainty**

Not applicable.

## **14 Safety**

Not applicable.

## **15 References**

FBI Laboratory Operations Manual, Practices for Resolution of Scientific or Technical Disagreement, Federal Bureau of Investigation. Laboratory Division. Latest Revision.

FBI Friction Ridge Discipline Quality Assurance Manual, Procedures for Case Acceptance. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Processing Unknown Deceased Cases. Federal Bureau of Investigation, Laboratory Division. Latest Revision.



Rev. #	Issue Date	History
6	11/07/18	Throughout document, term “suitable” replaced with similar wording to avoid confusion with analysis term, minor wording modifications to align with other discipline document terms, and some minor formatting and wording changes. Section 5.2, clarified type of communication log. Section 5.3.1, clarified between types of intentionally recorded prints and added minimum requirement. Added Section 5.3.4.1.1. Section 5.3.6, added third paragraph. Section 5.3.4.4, added “At a minimum,”. Section 5.3.7, added option for twentieth candidate. Section 5.3.7.6, “statement” changed to “indication”. Section 5.4.4.1, updated for new workflow. Section 5.5.1 added. Section 5.8.3.3 renumbered to Section 5.8.3.2.1.
7	04/01/21	Convert Latent Print Units and equivalent to Friction Ridge Discipline or FBI Laboratory throughout document as well as changing latent prints to friction ridge prints where applicable. Sections were reorganized and renumbered. Minor wording, grammar, and punctuation changes throughout document. Section 1 Scope clarified. Section 2 limitations updated. Section 3, changed to CJIS monitoring. Section 4, content reorganized and updated. Section 5, content reorganized and updated. Section 6, assignment modified. Section 6.1.1, generalized. Section 6.1.3, modified requirement. Section 6.1.4, guidance direction removed and added ten print option. Section 6.2, reorganized information and added headers. Section 6.2.1.1, removed specific individual. Section 6.2.1.2, changed evidence determination and removed guidance. Section 6.2.1.3, specified approval. Section 6.2.2.1, updated removal requirement. Section 7, responsibility assigned. Section 9, changed responsible parties.

**Approval**

Redacted - Signatures on File

Friction Ridge Discipline  
Technical Leader

Date: 03/31/2021

Acting Latent Print Operations  
Unit Chief

Date: 03/31/2021

Latent Print Support Unit Chief

Date: 03/31/2021

Scientific and Biometrics  
Analysis Unit Chief

Date: 03/31/2021

**Appendix A: *FBI Criminal Justice Information Services Division Unsolved Latent File (ULF) Notification***

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